

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 6/18/2004	EMS 6/18/2004	EMS 10/30/2007	DGC 10/31/2006

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Revision no. 1

4.5.12-2 Environmental Compliance Evaluation Procedure

This is a printed copy of the original and will not be kept up-to-date.

Persons responsible:

Areas of application: Department of Public Works and Utilities Shop Complex

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1	10/31/2006	5.1 changed 15 months to 16 months

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4.5.12-2 Environmental Compliance Evaluation Procedure

1.0 Purpose

- 1.1 The purpose of this procedure is to ensure that compliance with relevant environmental legislation and regulations is being evaluated on a periodic basis for the City of Williamsburg, Department of Public Works and Utilities.

2.0 Scope

- 2.1 This procedure conforms to ISO 14001 1996, Section 4.5.1, Monitoring and Measurement, and covers the operations of the Department of Public Works and Utilities.

3.0 Responsibilities

- 3.1 The EMS Team:
- 3.1.1 Is responsible for maintaining this procedure;
 - 3.1.2 Is responsible for planning, scheduling and conducting regulatory audits as defined by this procedure;
 - 3.1.3 Is responsible for issuing audit reports to the appropriate division
 - 3.1.4 Is responsible for providing education and training to employees that assist in conducting audits;
 - 3.1.5 Is responsible for reviewing audit reports with the appropriate division
 - 3.1.6 Is responsible for providing assistance to divisions in identifying solutions to problems identified during audits;
 - 3.1.7 Is responsible for following up on audit findings to ensure that corrective action is being taken;
 - 3.1.8 Is responsible for ensuring that corrective actions are documented.
- 3.2 The Division Superintendents:
- 3.2.1 Are responsible for cooperating with the EMS Team to ensure that the audit is accomplished when scheduled;
 - 3.2.2 Are responsible for ensuring that the division is prepared for the audit;
 - 3.2.3 Are responsible for responding to pre-audit questionnaires within the time frame specified by the EMS Team;
 - 3.2.4 Are responsible for accommodating the audit team to optimize the efficiency of the audit;
 - 3.2.5 Are responsible for promptly correcting findings identified during the audit
 - 3.2.6 Are responsible for documenting corrective action taken and reporting to the EMS Team;

4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001 1996 Related Definitions

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5.0 Procedure

- 5.1 The EMS Team conducts a compliance audit of the individual divisions Department of Public Works and Utilities once every calendar year. No more than 16 months will elapse between audits. To conduct the audit, the EMS Team does the following:
 - 5.1.1 Establishes an audit procedure, which includes audit protocols, for the upcoming years audit;
 - 5.1.2 Communicates the dates of the audit to each affected division
 - 5.1.3 Designates the audit team (at least the EMS Team and one other person);
 - 5.1.4 Issues a pre-audit questionnaire and checklist to each affected division
 - 5.1.5 Reviews the completed questionnaire prior to the audit;
 - 5.1.6 Conducts the audit;
 - 5.1.7 Prepares a report listing the audit findings, including a priority for addressing the issues to the upper management
 - 5.1.8 Sets a schedule for following up on audit findings to ensure their resolution;
 - 5.1.9 Documents all audit findings addressed;
 - 5.1.10 Issues audit closure notification to upper management

6.0 References/Related Documents

- 6.1 4.5.12-1 Monitoring and Measuring - Procedure
- 6.2 4.3.22 Identifying/ Accessing Leagel & Other Requirements
- 6.3 4.5.42 Internal Environmental Auditing (1 st Party)